

Civil Service Commission Minutes

Cincinnati, Ohio

August 25, 2011

The Civil Service Commission met in regular session in Room 307, Council Chambers, on Thursday, August 25, 2011. Commissioners in attendance were Mr. James Robinson, Chairman, Ms. Deborah Gaines and Mr. Robert Braddock. Commission staff present included, Ms. Arnell Jackson, Assistant Civil Service Secretary and Ms. Ornita Brown, Recording Secretary.

Since minutes from the August 11, 2011 meeting had been circulated among the members, a motion to dispense with a reading of the minutes was passed and the minutes were approved.

METROPOLITAN SEWER DISTRICT

Request from the Metropolitan Sewer District for the promotion without exam of Christopher Bingham from an Electrical Maintenance Helper to an Electrical Maintenance Worker 1

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Bingham has successfully completed one year of service as an Electrical Maintenance Helper as stated in the approved classification specification.

Request from the Metropolitan Sewer District for the promotion without exam of William Leveridge from an Electrical Maintenance Worker 1 to an Electrical Maintenance Worker 2

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Leveridge has successfully completed two years of service as an Electrical Maintenance Worker 1 as stated in the approved classification specification.

Request from the Metropolitan Sewer District for the voluntary demotion of Michael King from a Plant Supervisor to a Plant Operator 2

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the voluntary demotion. Mr. King meets the minimum qualifications as stated in the approved classification specification.

FIRE

Request from the Fire Department for the voluntary demotion of Howard Smith from a Paramedic Training Officer to a Fire Fighter

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the voluntary demotion. Mr. Smith meets the minimum qualifications as stated in the approved classification specification.

PUBLIC SERVICES

Request from the Public Services Department for the permanent appointments of Donte Wilbon, Tracy Dorn, Juan Collier, Ricky Dunn, Darryl Floyd, Jacqueline Floyd, and Matthew Shaw from Municipal Workers to Laborers

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that they are the most senior municipal workers in the employing unit.

COMMUNITY DEVELOPMENT

Request from the Department of Community Development for the promotion without exam of Aaron Ice from Inspector Trainee to Inspector 1

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Ice has received his certification as stated in the approved classification specification.

HEALTH

Request from the Health Department for the exceptional appointment of Shirelle Dudley Miller as a CRR Dental Assistant

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Dudley is qualified and the Commission previously approved this title for exceptional appointment.

Request from the Health Department for the exceptional appointment of Jennifer Mooney as a Health Counselor Supervisor

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Mooney is qualified and the Commission previously approved this title for exceptional appointment.

Request from the Health Department for the exceptional appointment of Christina Mueller as a Pharmacy Technician

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Mueller is qualified and the Commission previously approved this title for exceptional appointment.

Request from the Health Department for the exceptional appointment of Dianne Hess as a Nurse Practitioner

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Hess is qualified and the Commission previously approved this title for exceptional appointment.

AGENDA ITEMS

Request from Marilyn Martell to appeal her rejection from the Senior Accountant promotional exam

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Ms. Martell does not meet the minimum time in grade qualification as stated in the approved classification specification.

Request from Jeffery Harmon to appeal his rejection from the Senior Accountant promotional exam

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Mr. Harmon does not meet the minimum time in grade qualification as stated in the approved classification specification.

Request from Donald Akins to appeal his rejection from the Senior Engineering Technician open competitive process

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Mr. Akins does not meet the minimum qualifications within the last five years as stated in the job announcement and in accordance with Civil Service Rules.

Request for approval of new and/or revised classification specifications:

Assistant Supervisor of Water/Wastewater Customer Service (MSD) – promotional
Supervisor of Water/Wastewater Customer Service (MSD) – promotional
Laboratory Technician 3 (Water Works) – promotional
Senior Plant Operator (Water Works) – open or promotional
Supervising Engineer (Water Works –Supply Division) – promotional

Information Item from July 14, 2011

Request from the Metropolitan Sewer District to use the exceptional appointment process to fill the Supervising Engineer classification through December 2011.

<p>COMMISSION MEETINGS FOR NOVEMBER AND DECEMBER 2011</p>
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<p>Civil Service Commission will meet on the following dates in November and December:</p>
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<p>November 10, 2011 <u>AND</u> November 17, 2011</p>
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<p>December 8, 2011 <u>AND</u> December 15, 2011</p>

Pending:

Laboratory Technician Classification decision

Appeals to be scheduled:

Joseph Lee
Augusta Steele
Alfred Brewster
Veno Mitchell
Steve Byrne (2 appeals)
Whitney Mobley
David Johnson
Anthony Harper
Jasmine Wright
James Roper